



# Vacancy Announcement Board

Search and Self-Nominate for Army Job Announcements

[Job Announcement Details](#) ➤

## Job Announcement

### DEPARTMENT OF THE ARMY Vacancy Announcement Number: NCFL04731868

**Changes to the Job Announcement:** N/A

**Opening Date:** March 06, 2004

**Closing Date:** March 23, 2004

**Position:** Procurement Analyst, GS-1102-12  
**Salary:** \$59,302 - \$77,096 Annual  
**Place of Work:** USA Humphreys Engineering Center Support Activity, Alexandria, VA  
**Position Status:** This is a Regular Full-Time position. – Full Time  
**Number of Vacancy:** 1

**Click on links for more information**

**Duties:** Direct and supervise small, small disadvantaged, historical black colleges and universities and minority institutions, underutilized business zone empowerment contracting, Native American Enterprises, mentor protege, and women-owned business programs, and workshops affiliated with National Industries for the Blind and for Severely Handicapped, and Federal Prison Industries; advise on statutory and regulatory policy. Develop compliance procedures. Develop fiscal year program and submit forecast. Review procurement requisitions; recommend subcontracting possibilities. Explain contractual requirements. Review proposed subcontracting plans; recommend approval/disapproval. Maintain knowledge of acquisition plans. Ensure accuracy of data and reports. Ensure assistance (negotiation of payment due dates, progress payments, advance payments).is offered. Advise businesses on submitting bids and proposals. Research regulations and standards. Present courses of action based on studies.

#### Who May Apply:

- All Current Federal Career and Career Conditional employees with competitive status
- Reinstatement eligibles.
- Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.

#### Qualifications:

- **QUALIFICATION REQUIREMENTS:** DOD Qualifications Standard for 1102 series applies. DOD Standard differs by saying Degree "AND" 24 semester hours is required. This is an Army Acquisition and Technology Workforce position. Applicants must meet position requirements of certification at Level II in Acquisition Position Category (Contracting within 18 months of entrance on duty. (Certification requirements may be found in the Defense Acquisition University Catalog at <http://www.dau.mil/>.) A. A bachelors degree from an accredited educational institution authorized to grant baccalaureate degrees. AND B. At least 24 semester hours in any combination of the following fields: accounting, business, finance, law contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. (This requirement can be obtained within the degree or in addition to the degree) NOTE: The education requirements listed above apply only to individuals entering DOD 1102 positions on or after October 1, 2000. Current civilian personnel in DOD, who occupied GS-1102 positions or contracting positions with authority to award or administer contracts above the simplified acquisition threshold in DOD on or before September 30, 2000, are exempt from meeting this requirement. Here is the link for the Acquisition Support Center (ASC) homepage <http://asc.army.mil/>
- GS-12 and above: One year of experience directly related to the occupation and equivalent to at least the next lower grade level. There is no substitution of education for experience at this level.
- The experience described in your resume will be evaluated as related to the qualifications, knowledge, skills and abilities required for this job.
- One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.
- Must have 52 weeks of Federal service at the next lower grade (or equivalent).

**Other Information:**

- Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.
- Permanent Change of Station (PCS) expenses will be authorized.
- Temporary Duty (TDY) travel is 10 percent.

**Other Requirements:**

- Personnel security investigation required.
- Must file annual financial statement.
- You will be required to provide proof of U.S. Citizenship.
- If selected, official college or university transcript must be submitted.
- Defense Acquisition Workforce Improvement Act Career Field Position: Contracting
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

**How to Apply:** (Click on How to Apply)

- Resumes must be received by the closing date of this announcement.
- Self-nomination must be submitted by the closing date.
- Resume must be on file in our centralized database.

If your resume is currently in our central database, you may click here to [Self Nominate](#)

Click here to use the [Army Resume Builder](#) to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

Point of Contact: Marilyn Fleetwood, North Central CPOC, 309-782-2704, [marilyn.fleetwood@us.army.mil](mailto:marilyn.fleetwood@us.army.mil)

**THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER**